

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Civil Engineer IV****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages all infrastructure improvement construction projects. Provides technical expertise for structural needs throughout city. Supervises personnel, acts as a project inspector, monitors CIP programs and performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages various design and construction projects by scheduling and chairing preconstruction conferences and job progress meetings, developing and administering program budgets, coordinating maintenance, repair, rehabilitation, and new construction, reviewing projects for conflicts and changes, and facilitating corrective action either directly or through architects and engineers.
2	L	Supervises personnel by scheduling job assignments, balancing leave schedules, resolving personnel issues, and training inspectors.
3	L	Acts as a project inspector by coordinating and performing various inspections.
4	L	Performs related duties as required by coordinating the inspection and removal of asbestos, managing abatement and monitoring contracts, coordinating dredging of new and existing channels, assisting planning department with beach protection including repair and renourishment, dune protection, ensuring beach safety, managing mooring facility projects for large vessels, and interacting with public, associations, cruise ships companies and governmental agencies.
5	L	Assists with budget, CIP budget preparation. Makes presentations to Council and citizens group. Responds to customer complaints and concerns.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelors degree-level of study. Masters preferred.
Experience	Five years as an Engineer.
Certifications and Other Requirements	Valid Driver's License, Engineer's License. May require an, Asbestos Inspection license within one year of appointment.
Reading	Work requires the ability to read contracts, city, state, and federal ordinances, plans and specifications, various reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, trigonometry, and geometry.
Writing	Work requires the ability to write various reports, specifications, correspondence, contracts, and procedure manuals.
Managerial	Managerial responsibilities include developing specifications, supervising projects, and providing information to relevant parties.
Budget Responsibility	Researches for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field work, inspections, presentations
Sitting	C	Computer, desk work, meetings, driving
Walking	F	Field work, inter-office, to/from office equipment
Lifting	O	Plans, specifications, small equipment
Carrying	O	Plans, specifications, small equipment
Pushing/Pulling	O	Chair, desk drawers, shovel
Reaching	O	Plans, specifications, small equipment
Handling	O	Plans, specifications, small equipment
Fine Dexterity	C	Computer keyboard, telephone keypad, equipment, writing
Kneeling	O	Field work, inspections
Crouching	O	Field work, inspections
Crawling	O	Field work, inspections, confined areas
Bending	F	Field work, inspections, lifting small equipment
Twisting	O	Field work, inspections
Climbing	O	Stairs, ladders
Balancing	O	Stairs, ladders
Vision	C	Computer, desk work, reading, driving
Hearing	C	Staff, supervisor, contractors, citizens, telephone, meetings
Talking	F	Staff, supervisor, contractors, citizens, telephone, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Measuring tapes, rulers, and scales, compaction and density gages, infrared and radio wave machines, shovels, picks, flashlights, carts, pager, telephone, adding machine, fax machine, copy machine, computer, Standard Microsoft Windows and Office software, Quatropro, Internet Explorer, AFIN, C++

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	S
Fire Hazards	S	Fumes and Odors	S
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety glasses, safety shoes, floatation devices, climbing harness

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)